

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: Soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, and vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, and other amenities. Ski, snowboard or bike down resort or backcountry mountain trails, fish numerous lakes and streams, relax in a soothing hot spring, or paddle a kayak on challenging and picturesque waters.

The Town of Mammoth Lakes, and other smaller communities along the 395 corridor offer fine schools, shopping, dining and recreation.

The County Seat is in picturesque Bridgeport located between Mammoth and Minden and Carson City NV.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, Mammoth Lakes and Chalfant.

Mono County offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

***BENEFITS:** Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

Public Health Director

Open Until Filled
First Application Review:
August 24, 2020

\$10,667/month

County vehicle available for use

Equal Employment Opportunity Employer

THE POSITION

The Public Health Director directs the activities of the County's Public Health Programs. Given the current public health emergency, COVID-19, it is essential the applicant has experience in managing an epidemic response. This position is also responsible for budget planning and oversight, grant management, personnel management, program planning and evaluation, and public relations; to plan, organize, assign and supervise the work of public health nursing, and other health services staff; to organize, coordinate, evaluate and direct special health programs; to perform public health nursing duties; and to do related work as required.

Typical responsibilities include, but are not limited to:

- Plans, schedules, assigns, evaluates and directs the programs and the work of professional nursing staff and other public health staff.
- Provides direction and oversight for public health programs and activities, including communicable disease control, immunizations, tuberculosis control, STD/HIV prevention and control, Public Health Emergency Preparedness and Environmental Health Services.
- Responsibility for Children Medical Services Programs, WIC Program, Family Planning and MCH Categorical Programs.
- Develops and interprets policies and procedures for all Public Health programs and services.
- Develops programs and budgets for Public Health programs and services.
- Assists with grants administration.
- Prepares reports and correspondence.
- Prepares and reviews annual program budgets.
- Participates in State level organizations advocating for Public Health advances.
- Coordinates closely with Behavioral Health and Social Services Departments.

QUALIFICATIONS

Completion of sufficient education and experience to meet the State of California certification requirements. A typical way to obtain the required knowledge and abilities would be:

Broad experience performing public health nursing work including three (3) years in an administrative or supervisory capacity within Public Health.

Completion of a Master's Degree in Nursing, or a related health field, is desirable.

Special Requirements:

Possession of a valid license as a Registered Nurse in California and a Certificate as a Public Health Nurse issued by the California State Board of Registered Nursing.

Possession of, or ability to obtain, a valid Driver's License.

Physical Requirements & Working Conditions

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Work is performed in the office and throughout the County and State; exposure to communicable diseases and blood borne pathogens; continuous contact with other staff and the public. The incumbent may be required to drive in remote areas of the County in all weather conditions.

Knowledge of:

- Principles, methods, practices, and current trends of general and public health nursing.
- Community aspects of Public Health nursing, including community resources and demography and their relationship to the development and operations of public health programs and services.
- Federal, State, and local laws and regulations governing communicable disease and Public Health.
- Environmental, sociological, and psychological problems related to public health programs.
- Child growth and development.
- Program planning and development.
- Principles, techniques, and practices of public health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, evaluation, and development.

THE EXAM PROCESS

The examination process will consist of a review & competitive evaluation of the required knowledge & abilities as demonstrated on submitted applications. Those successful in this evaluation will be invited to an oral examination.